



2011-12 Current Supplemental Educational Services (SES) Provider Change Requests & Application Recertification

Recertification of the electronic application for currently approved SES providers will take place in June 2011.

- Changes in application information may be requested in writing to the Michigan Department of Education (MDE) between February 1st, 2011, and February 28, 2011. Requests must include a rationale for changes and may require providers to submit documentation supporting the request.
- Email the details of requested changes (with attached supporting documentation) to MDE-SES@michigan.gov
- All changes must receive written approval from MDE prior to implementation and will be determined on a case-by-case basis. This includes, but is not limited to, changes in the following areas:
 - Tutor Qualifications
 - Curriculum (substantial changes in curriculum will require the provider to re-apply for approval)
 - Grade Levels Served
 - Service Session Information (days per week/minutes per session/total service hours)
 - Hourly Rate increase or decrease
 - Tutor/Student Ratio
 - Minimum and Maximum Number of Students Per District
 - Service Area (adding or removing districts)
- MDE approved changes submitted in February **must** also be made by the provider in the electronic application during the June re-certification period in order to take effect in the new school year for 2011-12.
- Currently approved providers that re-certify the application during the new provider application period will face corrective action, leading up to and including a one-year suspension from the State-approved provider list.

Please check the MDE SES website often for updates on this process.